

TO: Town Plan Commission/Town Board
FROM: Ric Gillman
RE: Monthly Report
DATE: October 1st, 2016 thru October 31st, 2016
 Prepared on November 1st, 2016

I. Permit Applications Approved and Issued:

NAME	DATE RECEIVED	PROJECT ADDRESS	PERMIT TYPE	C= County T= Town	STATUS
Farmhouse	9/27/16	858 Main Street	Staircase/Alteration	T/C	Issued
Rasmus/Johnson	10/04/16	864 Main Street	Move & Accessory	T/C	Issued
Gary and Susan Flores	10/05/16	506 Middle Rd	Drive/extension	T	Issued
Brown Riley	10/05/16	Mondamin	Driveway	T	Issued
Schmidt Judith	10/11/16	641 Craig's Way	Accessory	T/C	Issued
Ehlen David	10/11/16	Fisherman's Ln	Land Disturbance and Driveway	T	Issued
Schardt Ron and Lynn	10/26/16	425 Minnewawa Dr.	Deck	T	Issued
Nicholas Karen and Brad	10/26/16	428 Middle Rd	Park Model and Deck	T	Issued

II. Certified Survey Maps

Ronny and Arnie Nelson 3 parcels on County H to be surveyed as 2. Application/Fees and Copies received 10/05/16 On TPC Agenda 10/19/16
 Carol Fahrenkrog and Joan Watts Parcel # 00163-1900. Divide Parcel into two lots Zoned S-1 and W-2 received 10/13/16. Fee delivered with one copy on 10/18/16 On TPC agenda for 12/02/16. Other copies will be billed to owner.

III. Permit Applications in Progress:

NAME	DATE RECEIVED	PROJECT ADDRESS	PERMIT TYPE	C= County T= Town	STATUS
Maciejewski	Not yet	1590 North Shore	Addition	C	Need application and check
Pugliese, Nicole	Not yet	2800 North Shore	Accessory	C	Waiting for permit application
Lemke	10/16/13	Miller Farm Road	Driveway, fire number	T	Reviewed siting with DNR on 5/29/14; wetland delineation required

Slater/McCue	1/20/11	1268 Big Bay Road		C	Waiting for shoreland restoration plan per DNR requirements. Apply for all new permits
LaDuke, Winona	4/28/12 (incomplete)	Middle Road	Land Disturbing Activity, Accessory (x2), Camping Unit	T	Permits for driveway received 12/15
Bergeon, Susan	6/14/2013	2635 Big Bay Road	Principle, sanitary Special use	C	Waiting for sanitary application
Stern	9/4/14	4327 Chippewa	Principle, Sanitary	C	Waiting for application/fees
Mark Tamborino Myrhe Sanborn	8/30/16	912 Big Bay Rd.	Variance	T/C	Architect for owner want to apply for variance as he knows request will not meet zoning requirements. Check with TPC on process.
Nancy & Steven Novak Anderson	8/30/16	3594 Big Bay Rd	Principle Dwelling	T/C	Problems with application, setback encroachment, size of principle and accessory dwelling, fees. Will contact the applicant via phone and send a letter clarifying concerns. Check and app on hold.
Gould John	10/18/16	2770 Big Bay Rd	Accessory Structure	T/C	Permits sent to Owner
Nicholas Karen Stevens	10.18.16	Middle Rd	Park Home	T	Permit provided for Structure and Deck

IV. Permit Applications Denied/Revoked:

Name	DATE	PROPERTY	REASON

V. Violations Ron Schardt golf course property. Ham Ross has started the deck without receiving a Permit. I have discussed this with him several times and presently am considering further action. Jon Stevens start project prior to obtaining permits.

VI. Fire Numbers Issued

VII. Correspondences: Letters/MEMO to

TO	DATE	PROPERTY	REGARDING
Georgie Saumweber	10/04/16	Miller Farm Rd	Conforming and nonconforming property (email and phone)
Board of Appeals	10/04/16 10/05/16	Big Bay Rd	Myrhe Variance Email regarding recusal
Property owners within 300 of Variance	10/5/16	Big Bay Rd	Myhre Variance
Arnie Nelson	10/5/16	3 parcels	Application for Certified Survey received

Ken Myrhe	10/5/16	Big Bay	Clarifying date of PH and Meeting
Katie Posewitz	10/05/16		Legal questions regarding Dalquist settlement for Penny Lane
Jon Stevens	10/04/16	727 South Shore	Site visit (Activity Started) reviewed permit process
Jon Stevens	10/05/16	727 South Shore	Reviewed Permit Application will mail with fees and signatures
Tom Gavin	10/06/16	Chippewa Trail	Clarified info from TPC on signage
Tom Gavin	10/11/16	Chippewa Trail	Appreciative of sign info
Robert Hermanek	10/11/16	Big Bay Rd	Clarification of Variance (Myrhe) states “No Objection”
Dave Ehlen	10/11/16	Fisherman Rd	Reports permit on the way, inform Arnie Nelson at issuance.
Ron Crofoot	10/11/16	Old Fort Rd	Extension of County Permit expired 8/25/16. Since the extension is a 1 year period, Ron will wait until contractors are prepared to start the project before filing the extension. Presently this does not require a Town Permit, though will if not extended.
Tibbles William	10/11/16	Craig’s Way	Site Inspection Judith Schmidt property
Farmhouse	10/12/16	Main St	Concern of impervious run off on new construction at Waterfront Gallery
Arnie Nelson	10/12/16	Main St	Alerted to run off issue related above, plans are being made to have proper channeling or drain tiles installed
Dave Johnson	10/12/16	Main St	Informed of need for drain tile or plan regarding run off mentioned above.
Farhenkrog/Watts	10/12/16	South Shore Rd	Application for CSM Received
Gould Jon	10/13/16	2770 Big Bay	Proposed building site. Measurements taken and finding emailed to owner.
Fred Koerschner	10/18/16 10/19/16	3604 Big Bay	Emails regarding nonconforming lot and structures. Wants to build on property. Increased questions and info requested (septic, etc.)
Karen Nicholas	10/18/16	428 Middle Rd	Park Model questions and deck. Permit required
Jon Stevens	10/19/16	727 South Shore	Letter indicating need for permits and asking to stop further activity until permits are in hand and posted.
Ted Gephart	10/25/16	Sunny Slope	Letter of clarification regarding Vacating Pickerel St.
Tom Nelson	10/24/16	BOA	May not be able to attend due to illness. I have called and left message and emailed Bob Kron as an alternative.
Bob Kron	10/25/16	BOA	Unable to attend BOA on 10/26
Board of Appeals	10/26/16	Big Bay Rd	Variance granted to Myrhe property easing the setback on the Eastern Boundary to 34’.

Letters and Postings to Property Owners	10/26/16	Big Bay Rd	Notification of BOA granting the Variance
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VIII. Complaints Received: Farmhouse, noted above expresses concern about run-off from new commercial construction at the Waterfront Gallery. Contacted owners of the Waterfront, Contractor and Farmhouse assuring adequate drainage and run-off from the impervious surface will be planned for.

IX. Public Information Requests: 10/28/16 Peter Havens requested the dates of building and driveway permits on 3 properties on South Shore Rd. 1137, 1155 and 1163. Information forwarded on 11/01/16.

X. Public Hearings: Variance Application (Myhre) Posted 10/04/16 Scheduled for 10/26/16 at Noon. Sent to Daily Press 10/05/16

XI. Revenue and Expenditures for the Previous Month – This section will be updated following review with Barb Nelson

	Mar 2016	%	Apr 2016	%	May 2016	%	June 2016	%	Jul 2016	%	Aug 2016	%	2016 BUDGET
Expenditures	\$8,389.00	18%	\$10,473	23%									\$46,354
Revenue:													
Building permits	\$836.00	20%	\$993.00	25%									\$4,000
Revenue: Zoning permits	\$235.00	2%	\$2,855.00	22%									\$13,000
REVENUE TOTAL	\$1,071.00	6%	\$3,848.00	23%									\$17,000

Revenues for May 2016 total \$1,552.50 received as follows:

\$525.00 County Building Permits

\$927.50 Town Building Permits

\$100.00 Town Zoning Permits

Revenues for June 2016 total \$1,238.00 received as follows:

\$388.00 Town Building Permits

\$850.00 Town Zoning Permits

Revenues for July 2016 total 623.00 received as follows:

Rental Permit \$112.00

\$511.00 Town Zoning Permits

Revenues for August 2016 total \$2,404.00 received as follows:

Board of Appeals \$750.00
Special Exception \$750.00
Town Building Permits \$654.00
Town Zoning Permits \$100.00
County Building Permit \$150.00

Revenues for September 2016 total \$2025.00 received as follows

Town Zoning Permits
Construction \$1,185.00
Land Use \$200.00
County Building \$250.00
County Privy \$130.00
County Privy \$260.00 (August)

Revenues for October 2016 total \$2,782.00 received as follows

Town Zoning Permits
Building \$932.00
Land Use \$175.00
County Building \$425.00
CSM \$500.00
Zoning BOA \$750.00

XI. New Business

XII. Old Business

Planning and Zoning Department priorities for the next month:

- Work with property owners and agents on projects and issue permits.
- Fire number project
- Camping Units Inventory
- Develop filing system for contracts and grants
- Clean Town Hall Basement
- Clean and organize ordinance files by year
- NR 115 changes and others to Zoning Ordinance
- Develop ordinances as prioritized by the Town Administrator:
 - Roads to come
 - Driveways to come